



UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
MARINE FORCES NORTH
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NEW ORLEANS, LA 70114-1500

ForO 12450.1
G-1
JUN 17 2014

FORCE ORDER 12450.1

From: Commander
To: Distribution List

Subj: INCENTIVE AWARDS PROGRAM FOR MARINE FORCES RESERVE AND
MARINE FORCES NORTH CIVILIANS

Ref: (a) DOD 1400.25-M, Subchapter 451, "DOD Civilian
Personnel Manual," December 1, 1996
(b) DON Human Resources Implementation Guidance,
Subchapter 451.1
(c) MCO 12451.2C
(d) SECNAV M-5210.1

Encl: (1) Guide to Civilian Awards and Recognition

1. Situation. To provide policy and procedural guidance for recognizing Marine Forces Reserve (MARFORRES) and Marine Forces North (MARFORNORTH) Government Serviced and Non-Appropriated Fund civilian employees through the incentive awards program, per references (a) through (d).

2. Cancellation. ForO 12120.1B

3. Mission. This Order is to recognize deserving civilian employees of MARFORRES and MARFORNORTH for their extraordinary accomplishments and performance of duty.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This guide is intended to provide MARFORRES and MARFORNORTH supervisors and managers with a consolidated source of information on the various awards that are available to Government Service and Non-Appropriated Fund civilians. This guide does not address every award available, but it does cover the primary monetary and non-monetary awards civilians may receive. Information about other awards available to civilians can be obtained from reference (c).

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distribution is unlimited.

(2) Concept of Operations. Incentive awards will be used to recognize the accomplishments and superior achievements of civilians to promote excellence in performance.

b. Subordinate Element Missions

(1) MARFORRES and MARFORNORTH Department Managers and Supervisors. Shall provide appropriate recognition to civilian employees for their achievements and accomplishments, and for other reasons as cited in the enclosure.

(2) Electronic Forms. The enclosure provides policy, procedural guidance, and delegations of authority to approve incentive awards for civilians. All forms contained in the enclosure are available on SharePoint on the Civilian Personnel Office page.

5. Administration and Logistics. Recommendations concerning the content of this Order may be forwarded to the MARFORRES G-1 Civilian Personnel Officer (CPO) via the appropriate chain of command.

6. Command and Signal

a. Command. This Order is applicable to MARFORRES and MARFORNORTH civilians.

b. Signal. This Order is effective upon signature.



G. T. HABEL
Executive Director

DISTRIBUTION: C, D

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Marine Forces Reserve

Marine Forces North



Guide to Civilian Awards and Recognition

LOCATOR SHEET

Subj: GUIDE TO CIVILIAN AWARDS AND RECOGNITION

Location: _____
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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

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Chapter 1

Special Act and On the Spot Cash Awards

1. General. Special Act awards are cash awards designed to recognize group or individual achievements of a non-recurring nature. These achievements may be within or outside the employee's normal job responsibilities, and recognize efforts and results that go significantly beyond what is expected. Special Act awards are used to recognize exceptional accomplishments, such as outstanding achievement, and may be given at any time. To the extent practicable, Special Act awards should be made as close as possible to the special act upon which the award is based. An On the Spot award is the same as a Special Act award but is limited to \$250, and is generally used to recognize one time achievements that have resulted in service or a work product of an exceptionally high quality or quantity. These awards are contingent on availability of funds.

2. Eligibility. All civilian Government Service and Non-Appropriated Fund employees of MARFORRES and MARFORNOR are eligible for Special Act and On The Spot awards.

3. Criteria for Granting Special Act and On The Spot Awards

a. Achievements upon which Special Act and On The Spot awards are based must produce tangible or intangible benefits to the organization that improve the efficiency, economy, or effectiveness of government operations. Special Act awards may also be based on scientific achievements or on an act of heroism.

b. A written justification is required to support all nominations for Special Act and On The Spot awards. The justification must fully and clearly identify the contributions of the employee and identify the tangible or intangible benefits associated with the contributions.

4. Determining Award Amounts. As established by the Executive Director or his designee, with the recommendations of the Civilian Review Board (CRB), the established amount of each award is capped at \$250.00. An exception of the maximum award amount may be requested to the CRB, however must be commensurate with the nature of the act or service being recognized.

5. Nomination Form. Use the form at APPENDIX A to submit nominations for Special Act and On The Spot cash awards.

6. Approval of Special Act and On The Spot Awards

a. APPENDIX A will be submitted, with the approval signature of the Department Assistant Chief of Staff or Deputy, to the Civilian Personnel Officer, G-1.

b. The Civilian Personnel Officer (CPO) will forward the award request to the Executive Director, or his designee, after coordinating with the Comptroller to ensure award funds are available. If approved, the CPO will submit the Request for Personnel Action (RPA) and generate a certificate of award for appropriate presentation to the deserving employee.

c. Action to approve or disapprove the request for award will be processed within five (5) business days upon receipt of the request to CPO.

7. Records Management. Records documenting On The Spot and Special Act Awards will be maintained in the CPO, G-1.

Chapter 2

Time Off Awards

1. General. A Time Off Award is designed to recognize superior accomplishments of employees with time off from duty, without a loss of pay or charge to leave. A Time Off Award may be based on sustained high level performance or may be based on accomplishments that are similar in nature to those recognized with Special Act awards.

2. Eligibility. All Government Service and Non-Appropriated Fund civilian employees are eligible for a Time Off Award.

3. Criteria for Granting Time Off Awards. Time Off Awards may be used alone or in combination with other awards to recognize employee contributions as follows:

a. Making a high quality contribution involving a difficult or important project or assignment;

b. Displaying special initiative and skill in completing an assignment or project before the deadline;

c. Ensuring, or helping to ensure, that the mission of the unit is accomplished during a difficult period by completing additional work over and above usual duties.

d. Using initiative or creativity by making improvements in a product, activity, program, or service;

e. Sustaining a high level of performance for an extended period of time.

4. Approval of Time Off Awards

a. All Time Off Awards, regardless of requested hours, will be approved by the Executive Director or his designee, via the CPO.

b. All Time Off Awards must be supported by a written justification which fully describes the achievements upon which the Time Off Award is based and which explains how the number of time off award hours were determined.

5. Limitations on Time Off Awards. A maximum of 80 Time Off Award hours may be granted in a leave year; no more than 40 hours may be approved based on a single contribution. Time Off Awards must be used within one calendar year from the date of approval. Any hours not taken within one calendar year will be forfeited and will not, under any circumstance, be converted to cash or restored to the employee. Further, time off may not be transferred between DoD components, to another federal agency, or to another employee under the Voluntary Leave Transfer Program. Time Off Award hours can not be transferred within the Department of the Navy. Time Off Awards may not be awarded to create the effect of a holiday or treated as administrative excusals or leave (e.g., they may not be awarded in conjunction with a military "down" or training day or the like).

6. Determining Time Off Awards Amounts

a. The Time Off Awards Table (see Table 2-1) is the suggested method to determine time off award amounts.

b. When determining whether to grant a Time Off Award, also consider whether the employee currently has "use or lose" annual leave available. Since a Time Off Award may not be converted to cash under any circumstance, it may not be in the best interest of the employee or the organization to approve Time Off Awards for employees who have significant amounts of use or lose leave.

7. Other Information. Time Off Awards may be granted in addition to and in conjunction with, other awards, including performance based cash bonuses and salary increases.

8. Nomination Form. Use the form at APPENDIX B to submit nominations for Time Off Awards.

9. Records Management. Records documenting Time Off Awards Submissions will be filed in the employee's records in the CPO.

TIME OFF AWARDS TABLE

VALUE TO THE ORGANIZATION	NUMBER OF TIME OFF AWARD HOURS
MODERATE: A contribution to a product, activity, program or service which is of sufficient value to warrant formal recognition or a beneficial change or modification of operating principles or procedures.	1 to 10
SUBSTANTIAL: An important contribution to the value of a product, activity program or service to the public or a significant change in operating principles or procedures.	11 to 20
HIGH: A highly significant contribution to the value of a product, activity, program or service to the public or a complete revision of operating principles or procedures with considerable impact.	21 to 30
EXCEPTIONAL: A superior contribution to the quality of a critical product, activity, program, or service to the public or initiation of a new principle or major procedure with significant impact.	31 to 40
EXCEPTIONAL WITH SIGNIFICANT IMPACT ON MISSION AND GOALS: A superior contribution to the quality of a critical product, activity, program, or service to the public or initiation of a new principle or major procedure. Contribution has a significant impact on the mission and goals of the organization and furthers the strategic goals of the Commander.	40

Table 2-1.--Time Off Awards Table

Chapter 3

Distinguished Civilian Service Award

1. General. The Distinguished Civilian Service Award (DCSA) is the highest honorary award the Secretary of the Navy (SECNAV) may confer on a civilian. The DCSA is only granted to those civilians who have given distinguished and/or extraordinary service to the Department of Navy. All recommendations for the DCSA will be submitted on an individual basis. When two or more employees with the same achievement are being nominated for this award, separate nomination packages will be submitted.

2. Nature of the Award. The DCSA consists of a certificate signed by the SECNAV and a medal set.

3. Eligibility. All Government Service and Non-Appropriated Fund civilians are eligible for the DCSA.

4. Criteria

a. The service and achievements upon which this award is based must be truly exceptional when measured against the position requirements of the employee and should far exceed the contributions and service of others with comparable responsibilities. The DCSA should be reserved for those civilians whose contributions are so exceptional and/or significant that recognition by the Secretary of the Navy is merited.

b. When the DCSA is based on long time service, one or more of the following indicators will be present:

(1) A pattern of long term sustained high performance as evidenced by the nominee having previously received high honorary awards and a record of consistent performance based awards and recognition.

(2) Career achievements that are recognized throughout the Department of Navy.

(3) Innovative leadership of highly successful programs that have had an impact beyond the nominee's activity or command.

c. When the DCSA is based on one or more accomplishments or achievements, one or more of the following indicators will be present:

(1) Accomplishments or achievements that have had, at a minimum, Navy-wide impact.

(2) Scientific or technical advances or suggestions of significant value.

(3) Major cost savings, reduction, and/or avoidance.

(4) Unusual acts of heroism, successful cooperative efforts with other Department of Navy offices, federal agencies, or the private sector.

5. Approval Process. All nominations for the DCSA will be submitted to the CPO. All submissions will be reviewed by the CRB and if approved, positively endorsed by the Commander, Marine Forces Reserve. All endorsed packages will be forwarded to Headquarters Marine Corps (MPC-10), Manpower and Reserve Affairs (HQMC M&RA) for review and forwarding to the Marine Corps Incentive Awards Board (MCIAB) for review, approval and forwarding to the Commandant of the Marine Corps (CMC) for endorsement. If approved by the CMC, the nomination will be forwarded to the SECNAV. The MCIAB was established by the CMC to review high level award nominations submitted by all Marine Corps commands and activities prior to forwarding to the SECNAV for approval.

6. Award Submission Requirements. APPENDIX C provides information as to what DCSA nominations must include and the format for the nominations.

7. Records Management. Records documenting Distinguished Civilian Service Awards submissions will be filed in the CPO.

Chapter 4

Superior Civilian Service Award

1. General. The Superior Civilian Service Award (SCSA) is the highest level award which the CMC may bestow on a civilian employee. This award recognizes employee contributions that are exceptionally high in value, but which affect a smaller area than the DCSA.
2. Nature of the Award. The award consists of a certificate signed by the CMC and a medal set.
3. Eligibility. All Government Service and Non-Appropriated Fund civilians are eligible for the SCSA.
4. Award Occasion. An SCSA may be awarded at any time.
5. Criteria. The guidelines for the DCSA will also serve as guidelines for the award of the SCSA. However, for the SCSA, the contributions, which are exceptional in value, would be narrower in scope and/or impact than for the DCSA (e.g., Marine Corps wide or command wide). The SCSA may be awarded for contributions which serve as a model for other commands.
6. Approval Process. SCSA nominations will be submitted to the Civilian Personnel Office. All submissions will be reviewed by the Civilian Review Board and if approved, positively endorsed by the Commander, Marine Forces Reserve. All endorsed packages will be forwarded to HQMC M&RA (MPC-10) for review and forwarding to the Marine Corps Incentive Awards Board (MCIAB) for review, approval, and forwarding to the CMC for final approval.
7. Award Submission Requirements. The format and procedures for submission of recommendations for the SCSA are the same as for the DCSA (APPENDIX C).
8. Special Requirements. All nominations must include a proposed citation for the SCSA. The language for the citation should not contain superfluous embellishments. The language of the citation should be written in readable conversational language.
9. Records Management. Records documenting Superior Civilian Service Awards will be filed in the CPO.

Chapter 5

Meritorious Civilian Service Award

1. General. The Meritorious Civilian Service Award (MCSA) is the third highest honorary award in the Department of the Navy. The contributions that form the basis for this award, while high in value, are more limited in scope and impact than the SCSA.
2. Nature of the Award. The MCSA consists of a certificate and a medal set.
3. Eligibility. All Government Service and Non-Appropriated Fund civilians are eligible for the MCSA.
4. Award Occasion. The MCSA may be given at any time.
5. Criteria. The MCSA is conferred for a contribution that applies to a smaller area of operation or a project of lesser importance than one which would warrant consideration for the DCSA or SCSA. The contributions upon which this award is based will be high in value, but will be more limited in scope and impact (e.g., command level).
6. Approval Process. MCSA nominations will be submitted to the CPO. All submissions will be reviewed by the CRB and if approved, submitted to The Commander, Marine Forces Reserve for final approval.
7. Award Submission Requirements. MCSA nominations will be submitted to the CPO.
8. Special Requirements. All nominations must include a proposed citation for the MCSA. The language for the citation should not contain superfluous embellishments. The language of the citation should be written in readable conversational language.
9. Records Management. Records documenting Meritorious Civilian Service submissions will be filed in the CPO.

Chapter 6

Extraordinary Performance Recognition

1. General. An Extraordinary Performance Recognition, which is an increase to base salary, a bonus, or a combination of both, is intended to reward employees when the annual performance based payout formula does not adequately compensate the employee for extraordinary performance and results. When an Extraordinary Performance Recognition is made in the form of a salary increase, the extraordinarily high level of performance and results must be expected to continue. Extraordinary Performance Recognitions are made in conjunction with the annual performance payout. Funding for Extraordinary Performance Recognitions is made outside of the pay pool fund and contingent on availability of funds.

2. Eligibility. All Government Service and Non-Appropriated Fund civilians covered by the current performance evaluation system and rated at the top level of performance are eligible for an Extraordinary Performance Recognition.

3. Determining Award Amounts

a. In recommending Extraordinary Performance Recognition award amounts, the following factors will be considered:

(1) Employee's salary in the pay and step level as compared to other similarly situated employees

(2) Prior awards and salary increases received during the rating period

(3) Value of the extraordinary performance and results during the current rating period

b. In no case may an Extraordinary Performance Recognition in the form of a salary increase cause the employee's pay to exceed the maximum of the highest pay step or exceed applicable control points, if any, for the position.

4. Approval of Extraordinary Performance Recognition Awards. Recommendations for Extraordinary Performance Recognition Awards will be considered by the Pay Pool Manager during the annual pay pool deliberation process. Use the NAVMC HQ 962 (07-09) (EF)

(APPENDIX D) to submit an Extraordinary Performance Recognition Award nomination. If approved by the Pay Pool Manager, the recommendation will be forwarded to the Executive Director or his designee for final approval.

5. Records Management. Performance Recognition files shall be maintained in the CPO.

Chapter 7

Organization/Team Achievement Recognition

1. General. An Organizational/Team Achievement Recognition is an increase to base salary, a bonus, or a combination of both, and is available to recognize the members of a team, organization, or branch whose performance and contributions have successfully and directly advanced organizational goals. Organizational/Team Achievement Recognition is made in conjunction with the annual performance payout. Funding for Organizational/Team Achievement Recognitions are made outside of the pay pool fund and is contingent on availability of funds.

2. Eligibility. Only Government Service and Non Appropriated Fund civilian employees rated at the highest levels of performance are eligible for an Organizational/Team Achievement Recognition.

3. Determining Award Amounts

a. In recommending Organizational/Team Achievement Recognition award amounts, the following factors will be considered:

(1) Each employee's salary in the pay step as compared to other similarly situated employees.

(2) Prior awards and salary increases received during the rating period.

b. Organizational/Team Achievement Recognition award amounts, whether salary, bonus or both, need not be the same for each employee but must, instead, reflect the relative contributions of each member of the team, organization, or branch. In no case may an Organizational/Team Achievement Recognition in the form of a salary increase cause the employee's pay to exceed the maximum of the pay step or exceed applicable control points, if any, for the position.

4. Approval of Organizational/Team Achievement Recognition. The Pay Pool Manager is authorized to approve Organizational/Team Achievement Recognition recommendations. Use NAVMC HQ 963 (07-09) (EF) (APPENDIX E) to submit an Organizational/Team Achievement Recognition recommendation.

5. Records Management. Records documenting Organization/Team Achievement Recognition submitted to the Pay Pool Manager shall be maintained in the CPO.

Chapter 8

Armed Forces Civilian Service Medal

1. General. The Armed Forces Civilian Service Medal (AFCSM) is the highest DoD award for a civilian in direct support of military forces engaged in peacekeeping or prolonged humanitarian operations. It is closely aligned with the Armed Forces Service Medal (AFSM) for military members. The AFCSM may only be awarded for a military operation approved for award of the AFSM for military personnel. The AFCSM may be awarded posthumously and, when so awarded, may be presented to such representative of the deceased as may be deemed appropriate by the Head of the component concerned.

2. Nature of the Award. The award is a medal with a lapel pin.

3. Eligibility Requirements

a. Employees must serve in direct support for at least 30 consecutive days or 60 non-consecutive days in the area of eligibility (or for the full period when an operation is of less than 30 days duration) in a military operation awarded the AFSM.

b. The area(s) of eligibility are the same as those designated as approved for the AFSM for military operations, as described below:

(1) The foreign territory on which military troops have actually landed or are present and specially deployed for the operation.

(2) Adjacent water areas in which ships are operating, patrolling, or providing direct support of the operation.

(3) The air space above and adjacent to the area in which operations are being conducted.

4. Submission Requirements. Nomination packages must include The following information:

a. Name of nominee, position, series, grade.

b. Organization.

c. Location of where the employee was working that qualifies him/her for this award.

- d. Date of departure to the area of eligibility.
- e. Date of return from the area of eligibility.
- f. Number of days attached to military unit (or in support of military unit) .

5. Limitations on Awarding Medals. The medal may be awarded only to employees of the DoD and only for operations authorized the AFSM for military personnel. No more than one medal may be awarded to anyone civilian employee. Participation in subsequent military operations may be acknowledged with a certificate and a 3/16 bronze star. Contribution to, or support of, an AFSM military operation by employees assigned to remotely located activities; e.g., outside the areas of eligibility, is not justification for award of the AFCSM. Such performance or contribution, if merited, may be acknowledged by other appropriate recognition.

6. Submission Requirements and Approval Authority. All nominations for this award must be submitted to the CPO for the MARFORRES Commander's endorsement. All award packages will be forwarded to HQMC M&RA (MPC-10). The CMC is the final approving authority.

7. Records Management. Records documenting AFCSM submissions to the CMC shall be maintained in the files at the CPO.

Chapter 9

Miscellaneous Honorary Awards

1. Certificates of Commendation. Certificates of Commendation recognize exceptional achievement. The CPO is authorized to issue Certificates of Commendation on behalf of the Commander, with the approval of the Executive Director or his designee. All requests for Certificates of Commendation must be endorsed by the Department Assistant Chief of Staff (AC/S) or Deputy.

2. Letters of Appreciation. Issuing a Letter of Appreciation is a quick way to recognize an employee for a specific short term achievement or excellent customer service. The CPO is authorized to issue Letters of Appreciation on behalf of the Commander, with the approval of the Executive Director or his designee. All requests for Letters of Appreciation must be endorsed by the Department AC/S or Deputy.

3. Department of Defense Global War on Terrorism Medal. The Secretary of Defense Medal for the Global War on Terrorism (GWOT) was created and approved to recognize and honor the contributions and accomplishments of the civilian workforce of the Department of Defense in direct support of the armed forces, whose members are engaged in operations to combat terrorism. The award submission requirements are the same as for the AFCSM. The CMC is the approving official.

4. Retirement Awards

a. All employees retiring with up to 40 years of service are eligible to receive a retirement certificate and letter signed by the CMC.

b. An employee who retires with 40 or more years of service is eligible to receive a lapel pin, a retirement certificate signed by SECNAV, and a letter signed by the CMC.

c. Requests for retirement awards for those with less than 40 years of service must be submitted to the CPO 30 days prior to the date of retirement. Requests for retirement awards for those with 40 or more years of service must be submitted to the CPO 60 days prior to the date of retirement.

5. Records Management. The CPO will maintain files on the awards both submitted and received.

Chapter 10

Career Service Recognition

1. Length of Service (LOS) Certificates. The awards recognize significant milestones in employees' careers and emphasize service to the Government, rather than service to a particular department or agency. When eligibility for LOS recognition is computed, employees should receive credit for total Federal service, including civilian and all honorable military service. The most commonly used LOS certificates are printed by the Government Printing Office and obtained through the U.S. Office of Personnel Management (OPM) "Rider" system on an annual basis. These certificates can only be ordered once a year, usually in August. The OPM LOS certificates are available in five-year increments and recognize service from 5 to 50 years. Commands and activities may also develop and print their own LOS certificates. This type of recognition of employees is strongly encouraged but not required.

2. Career Service and Retirement Certificates. For career service, the Secretary of the Navy (SECNAV) Career Service Award Certificate (NAVSOP 12453/1 (4-77)), and for retirement, the SECNAV Certificate of Retirement (NAVSOP 12450/11 (9-83)) forms are available and may be ordered online through the Defense Automated Printing Service, website at <http://forms.daps.dla.mil/>. The signature of the SECNAV may be obtained on career service and retirement awards for 40 or more years of service. To obtain the SECNAV's signature the following guidelines should be followed:

a. A memo requesting the SECNAV's signature should accompany the appropriate certificate with the honoree's name and number of years of service already printed on it. A return envelope should also be provided. The certificate should not be dated, as it will be dated when signed. Certificates should be carefully packaged to avoid damage in transit.

b. Requests should be submitted as far ahead of the needed date as possible (at least 60 days). The requesting memo, certificate, and the return envelope should be addressed to: SECNAV, Administrative Division, The Pentagon, Room 4D680, Washington, DC 20350.

c. The CPO is tasked with ensuring Career Service Recognition Certificates are awarded timely.

Chapter 11

Junior Civilian Employee of the Quarter and Civilian Employee of the Year Awards

1. General. Civilian employees are an essential, integral part of the MARFORRES/MARFORNOR team and make significant, daily contributions to the success of our organization. The Civilian Employee of the Quarter and Civilian Employee of the Year awards were established to recognize deserving civilian employees who provide extraordinary service, both directly and indirectly, to the accomplishment of the mission.

2. Eligibility. All civilian Government Service and Non-Appropriated Fund employees of MARFORRES and MARFORNOR are eligible for the Junior Civilian Employee of the Quarter and Civilian Employee of the Year Awards.

3. Granting Junior Civilian Employee of the Quarter and Civilian Employee of the Year Awards

a. Junior Employees (GS-11/NF-3 positions and below).
Employees holding previous GS-11 positions and below will only compete for the Junior Civilian of the Quarter (four times per year). The four selectees will then compete for one Junior Civilian of the Year Award. The selectee as he Civilian Employee of the Quarter will be honored in the following manner:

(1) Presented with a special Certificate of Commendation signed by the Commander and presented at an appropriate ceremony.

(2) Presented with a cash award or time off award contingent on funding availability.

(3) Presented with a Commander's coin.

b. Senior Employees (GS-12/NF-4 positions and above).
Employees holding positions classified as GS-12 positions and above will not be eligible for the Junior Civilian of the Quarter. These "senior" employees will be eligible for Senior Civilian of the Year (one time per year).

c. Civilian Employee of the Year Award. The selectee as the Civilian Employee of the Year (Junior or Senior) will be honored in the following manner:

(1) Presented with a Department of the Navy Meritorious Civilian Service Award signed by the Commander and presented at an appropriate ceremony.

(2) Presented with a Quality Step Increase (QSI) or a cash award, as appropriate contingent on funding availability.

(3) Have their photograph displayed in the Marine Corps Support Facility.

(4) Featured in an article in one of Marine Forces Reserve' Communication platforms.

(5) Presented with a Commander's coin.

4. Criteria. Nominees for Employee of the Quarter/Year should be considered against one or more of the following criteria:

a. A consistently high degree of job performance and professionalism in the execution of assigned duties.

b. A high degree of enthusiasm, and a positive, cooperative attitude toward supervisors, co-workers, and other members of the Command.

c. Accomplishments or achievements that have had a beneficial Command-wide impact.

d. Technical advances, or suggestions that have had significant value.

e. Accomplishments that demonstrate superior management abilities, innovative thinking, and/or outstanding leadership that benefits this organization.

f. Major cost savings, reductions, or avoidance.

g. Successful cooperative efforts with other DON offices, federal agencies, or the private sector.

5. Nomination Forms. Use Appendix F to submit nominations.

a. All members of this Command are encouraged to nominate deserving civilian employees using one or more of the above criteria as a guide.

b. Supervisors/Branch Heads/Department Heads. Screen the nominations in accordance with this Order and forward recommended nominations to the CPO by the designated deadline.

c. CPO

(1) Coordinate the submission of all award nominations within this Headquarters.

(2) Aggregate the nominations received. Coordinate and schedule a board of designated personnel to consider those nominations.

(3) Following selection, take appropriate actions with Department Heads to ensure selectees are honored.

(4) Take appropriate action to ensure a copy of all documentation relating to this award is entered into the selectee's personnel record.

APPENDIX A

NAVMC HQ 959 (07-09) (EF)

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Special Act and On The Spot Cash Award Nominations

1. Name of Employee Recommended for Award		
Last Name	First	MI
2. Title / Series / Grade		
Title	Series	Grade
3. Organization / Code		4. Award Amount Recommended
Organization	Code	Amount
Note: If award is for a group of employees, add a list identifying each employee and the amount of award recommended. Award amounts may vary depending on the relative value of each employee's contribution to the special act or service.		
5. Justification for the Award		
Provide information on the basis for the award and an explanation of how the award amount was determined.		
6. Record of Nomination and Approvals		
Recommending Official (s)		
_____	_____	_____
Title	Signature	Date
_____	_____	_____
Title	Signature	Date
Approving Official		
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Award approved, if other than what was recommended : _____		
_____	_____	_____
Title	Signature	Date
Certification that funds are available to pay the award		
Funds : <input type="checkbox"/> Are <input type="checkbox"/> Are Not Available _____		
Signature AR, Fiscal		Date
For HROM Use Only		

Note : All approvals and the certification of funds are available must be obtained prior to submitting the form to HROM for processing of the award.

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APPENDIX A

NAVMC HQ 959 (07-09) (EF)

Names of Employees Recommended for Award	Recommended Time Off Hours

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APPENDIX A

NAVMC HQ 959 (07-09) (EF)

Justification for the award. The justification for the award must contain both the basis for the award and an explanation of how the award amount was determined.

Justification :

Basis for the nomination. Keep in mind that special act/service awards are not based on general overall performance during a rating period but are based on a specific act or service the employee performed that is worthy of recognition. An example of a special act/service is exceptional work on a special project or while on detail, or performing assigned responsibilities in an exceptional manner under difficult, unusual, and/or complicated circumstances. Be as specific as possible as to what the employee did, describe any obstacles the employee had to overcome in performing the act or service; and address the impact/significance of the employee's contributions.

How the award amount was determined. If you can identify tangible benefits (e.g., the special act or service saved the government xxx dollars), then use the awards table for tangible benefits. If the benefits are intangible, then use the table for intangible benefits, identifying both the extent and value of the employee's contribution. In some cases, there may be both tangible and intangible benefits. If so, describe both in explaining how the recommended award amount was determined. When using the table for intangible benefits, you will see there is a range for the award amount. If you are recommending an award amount at the high end of the range, explain why you are recommending the higher-end award amount.

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APPENDIX B

NAVMC HQ 960 (07-09) (EF)

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Time Off Award Nominations

1. Name of Employee Recommended for Award		
Last Name	First	MI
2. Title / Series / Grade		
Title	Series	Grade
3. Organization / Code		4. Time Off Award Hours Recommended
Organization	Code	Hours
<p>Note: If award is for a group of employees, add a list identifying each employee and the number of time off hours recommended. Time off hours may vary depending on the relative value of each employee's contribution to the special act or service.</p>		
5. Justification for the Award. Provide information on the basis for the award.		
6. Record of Nomination and Approvals		
Recommending Official (s)		
_____	_____	_____
Title	Signature	Date
_____	_____	_____
Title	Signature	Date
Approving Official		
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Time off hours approved, if other than what was recommended : _____
_____	_____	_____
Title	Signature	Date
For HROM Use Only		

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APPENDIX B

NAVMC HQ 960 (07-09) (EF)

Names of Empolyees Recommended for Award	Recommended Time Off Hours

FOR OFFICIAL USE ONLY.

APPENDIX C

Format for Submitting a Nomination for a Distinguished
Civilian Service Award (DCSA)

1. Nomination packages for the DCSA must include:

a. A complete description of the employee's service and contributions that form the basis of the award. A specific and detailed report of the employee's accomplishments must include a thorough comparison of how the accomplishments exceeded the employee's job requirements and exceeded the accomplishments of comparable employees with similar job requirements.

b. An account of the specific benefits, tangible and intangible, which have accrued from the contribution. If the employee's accomplishment resulted in cost savings, the amount saved must be stated. If intangible benefits have resulted, the specific benefits must be described in detail, with an explanation of the conditions before and after the employee's contributions were implemented.

c. A description of any award or recognition the employee received as a result of the contributions.

d. A proposed citation.

e. The original nomination, signed by the commander, must be submitted.

2. Recommendations must be submitted in the format below:

a. Resume of one page or less limited to the following information:

(1) Employee's name, job title, and grade.

(2) Description of employee's current job responsibilities.

(3) Summary of nominee's employment history, Federal and non-Federal.

(4) Summary of nominee's educational accomplishments during her/his tenure of Marine Corps employment.

(5) Published papers, articles or books, inventions, participation in professional and civic organizations.

APPENDIX C

(6) Awards received including date and dollar amount.

b. Narrative justification for the award not to exceed two pages which should include:

(1) Areas of achievement upon which the nomination is based.

(2) Scope and importance of mission, function, service, or task affected compared to normal job expectancy.

(3) Description of ingenuity, innovation, or dedication demonstrating initiatives which exceeded job requirements.

(4) Results achieved, including benefits to the Government, and impact on the organization.

c. Proposed citation to appear on the certificate which must:

(1) State the nominee's name exactly as it should appear on the certificate;

(2) State clearly, accurately, in non-technical unembellished language, the reason for granting the award

APPENDIX D

NAVMC HQ 962 (07-09) (EF)

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Nominations for an Extraordinary Performance Recognition Award

Information About the Employee			
Last Name		First	MI
Title		Organization	
Pay Schedule / Band	Current Salary	Salary Range for the Pay Band	Recommended Rating Prior to Rounding
List all pay increases and awards received by the employee during the period upon which the current rating is based.			
Justification for the Award : On a Separate Sheet and Supplementing What is in the Recommended Rating, Describe What Contributions the Employee Made That Are of an Exceedingly High Value to the Organization.			
What is being Recommended?			
Record of Approvals (and Certification that Level of Performance is Expected to Continue if Salary Increase is Recommended)		Salary Increase of : _____ Bonus of : _____	
Rating Official			
_____ Name		_____ Signature	_____ Date
Reviewing Official			
_____ Name		_____ Signature	_____ Date
To Be Completed by the Pay Pool Manager			
Final rating prior to rounding : _____			
Amount of performance based Increase for current rating period		Salary : _____ Bonus : _____	
Recommendation for EPR <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		Salary Increase of : _____ Bonus of : _____	
Pay Pool Manager			
_____ Name		_____ Signature	_____ Date
Performance Review Authority			
<input type="checkbox"/> Approved		Amount approved, if other than what was recommended : _____ Bonus : _____	
<input type="checkbox"/> Disapproved		_____ Signature, Chairman, PRA _____ Date	

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